

WELCOME TO NextGen
Northern District of West Virginia Upgraded to NextGen CM/ECF
on July 19, 2021

The United States District Court for the Northern District of West Virginia (WVND) upgraded to Next Generation of CM/ECF (NextGen CM/ECF) on **Monday, July 19, 2021**. This change affects ALL registered CM/ECF users.

NextGen CM/ECF simplifies the electronic filing process by combining all your CM/ECF filing accounts for each **NextGen** court and **PACER** accounts into a single “Central Sign-On” account. You will no longer need a separate CM/ECF account for each NextGen court. Your Central Sign-On account will permit you to both view documents through PACER and to file documents electronically through the CM/ECF systems of the NextGen courts where you have permission to file (District, Bankruptcy and Appellate).

ALL registered CM/ECF users must have their own individual upgraded PACER account. PACER account credentials are used for logging in to the NextGen CM/ECF system. Shared PACER accounts cannot be used after July 19, 2021. Firms may set up a PACER Administrative Account (PAA) for Individual Accounts to be centrally billed for PACER access fees: https://www.pacer.gov/reg_firm.html

Attorneys who want to file electronically in the Northern District of West Virginia (WVND) must follow the instructions below.

Instructions

Two steps are required to be able to file electronically in the CM/ECF NextGen system:

Step 1 – Ensure that you have an upgraded PACER account

Did you obtain your individual PACER account before August 11, 2014?

Go to www.pacer.gov and click on “Manage My Account.” If your account type is *Legacy*, click “Upgrade” and follow the required steps. Once you have an upgraded PACER account, you must follow Step 2 below.

Did you obtain your individual PACER account after August 11, 2014?

Your individual PACER account is already upgraded. You must now follow Step 2 below to be able to file electronically in the WVND CM/ECF NextGen system.

Do you share a PACER account?

You must obtain your own individual PACER account to be able to file electronically in NextGen.

Go to www.pacer.gov and click on “Register” to create a new individual account.

CJA Panel Attorneys

CJA panel attorneys must (1) have one upgraded individual PACER account; and (2) add CJA exempt privileges to that account for billing purposes. That one individual PACER account will allow you to toggle back and forth between CJA matters and private practice matters. (See additional information regarding CJA Related Privileges with NextGen under **Helpful Links** herein below.)

PACER Administrative Accounts ('PAA')

PACER offers a PAA to centralize PACER billing for multiple attorneys in a single firm. To register for a PAA, please visit: www.pacer.gov/reg_firm.html. Attorneys with a PAA account still must have an individual account for electronic filing.

Forgot your PACER account information?

Go to www.pacer.gov/reqpswd.html or call (800) 676-6856 for password reset and/or username retrieval instructions.

Step 2 – Link your CM/ECF account with your upgraded PACER account.

Linking is a one-time process that can be completed only once now that the court is live on NextGen CM/ECF. *Failure to link your CM/ECF account(s) with your upgraded individual PACER account will prevent you from filing electronically.*

How to Link your CM/ECF Account to Your PACER Account

- 1) Link CM/ECF Account to PACER Account
 - a) You must know your WVND CM/ECF username and password
 - b) Go to: <https://ecf.wvnd.uscourts.gov>
 - c) Click on the Document Filing System link
 - d) Log on with your individual upgraded PACER user name and password
 - e) Click on the Utilities tab from dark blue menu bar at top of page.
 - f) From the menu items listed click on “Link a CM/ECF Account to my PACER account
 - g) Enter your current CM/ECF credentials in the CM/ECF login and CM/ECF password fields.
 - h) Verify that the CM/ECF account and PACER account listed are accurate. If so, click Submit.
 - i) Refresh your browser. You can now file in NextGen.

- 2) Once you have linked your WVND CM/ECF filing account with your PACER account, you may file documents electronically by going to the WVND website, www.wvnd.uscourts.gov, and clicking on the tab for E-Filing (CM/ECF). You will be prompted for your PACER login.

Forgot your CM/ECF account information?

For United States District Court for the Northern District of West Virginia (WVND) Accounts

- If you do not know your log-in, email the ECF Help Desk at:
Ecf_HelpDesk@wvnd.uscourts.gov
- Do not register for a new CM/ECF filing account if you already have one and have forgotten the password. A request for a new CM/ECF filing account will be rejected if the filer already has a CM/ECF filing account with the WVND.

Do you practice in multiple Federal Courts?

If you practice in more than one Federal Court, you must link each of those CM/ECF accounts with your one upgraded PACER account on each court's go-live date as each court adopts NextGen.

Who do I contact for help with my PACER account?

All PACER account maintenance requests are handled by the PACER Service Center (800-676-6856). You will need your PACER account number when contacting PACER.

Helpful Links

- [Upgrade your existing individual Pacer Account](#)
- [Register for a new individual PACER account](#)
- [Detailed Instructions for Linking your CM/ECF Account to your PACER account](#)
- [CJA Exempt Status Instructions for NextGen](#)
- [Activating CJA Privileges in NextGen](#)

Contact Information

WVND on the web at www.wvnd.uscourts.gov

Email us at Ecf_HelpDesk@wvnd.uscourts.gov

Call us at any of the following points of holding court: Wheeling: (304) 232-0011; Clarksburg: (304) 622-8513; Elkins: (304) 636-1445; or Martinsburg: (304) 267-8225

PACER On the web at www.pacer.gov

Email the PACER Service Center at pacer@psc.uscourts.gov

Call PACER at (800) 676-6856